7 APR 1959

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Use of Revised Form 240, Courier Receipt and
                  Log Record

1.   The Office of Operations is pleased to report that the use
of the revised Form 240 by all of its divisions and the OAD/O has
resulted in a uniform efficient system of record keeping. We have
discontinued using Form 311, Log Sheet, for all outgoing material
as the log data record on the new Form 240 adequately serves as a log
as well as courier receipt. However, as you are no doubt aware, in-
coming material in most instances is not being prepared in accordance
with the instructions issued on the use of Form 240, and thus the
system breaks down. We are planning to approach the office of the
DD/I on this and also the Executive Registry from whom we receive a
great deal of our mail. However, there are many other instances of
abuse of the system which perhaps could be corrected. If you could
sell the various offices at least on the correct use of the form for
outgoing mail, perhaps eventually they could see its merit for an
incoming record. The use of this new form only as a courier receipt
must be excessively costly, instead of resulting in money and labor
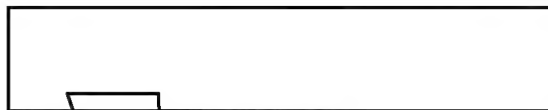saving as would be the case if used correctly.

2.   The ONE, who handle a large volume of mail, are using only
the courier receipt copy of the Form 240; no Receiving Office Log
copy is being sent forward (or at least none is received here). It
is true they send a great deal of mail to USIB agencies and are
perhaps required to enclose document receipts, but it would be most
helpful to us if they included the Receiving Office Log copy of Form
240 in the envelope.

The Cable Center in Q Building is not sending forward the
Receiving Office Log copy, nor is OCI or ORR. Printing Services is
not using revised Form 240 at all, nor is Regulations Control. (Perhaps
in the latter case, regulations are sent from Printing Services.)

We receive a large volume of information material from OCR;
they do send the Receiving Office Log copy on the outside of the
envelope with an OCR reference number which in most cases corresponds
to a detailed listing in the envelope, which should serve our purpose.

3. The above is not a complete survey by any means as we do not receive mail from all sources, nor do we in the OAD/O handle the volume of mail perhaps handled by other offices. However, each office converted to the new system is something gained and we would appreciate any effort on your part in this direction.

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Area Records Officer
Chief, P&C Staff
Office of Operations